

TOWN OF HOPKINTON, NH
SUBDIVISION CHECKLIST

Applicants shall use the General Principal and Design and Construction Standards (Section IV, Subdivision Regulations) when designing and laying out a subdivision. These principles and requirements shall be construed as the minimum requirements. The Planning Board may require higher standards in individual cases or may waive certain requirements for good cause.

Submittal Material

- ☐ An application, either signed by all the current owner(s) of the property, or signed by an individual authorized by the owner(s) to act as their agent. NOTE: A letter must be submitted with the application authorizing the individual to act as agent on the owner(s) behalf when the agent signs the application.
- ☐ The appropriate application fee.
- ☐ A deed showing property description and ownership.
- ☐ List of the current abutters to the property including those property owners located across street, brook or stream from the property being subdivided. Please include the name, address and profession of the professionals responsible for the preparation of the subdivision plans.
- ☐ One (1) set of addressed mailing labels of abutters, applicant, engineer, architect, soil or wetland scientist, land surveyor, and holder of conservation preservation, or agricultural preservation restrictions or easements.
- ☐ Copies of any approvals or permits required from state and federal agencies.
- ☐ Written request for any waivers from the Subdivision Regulations, if any.
- ☐ A copy of any variances or special exceptions which have been granted by the Zoning Board of Adjustment.
- ☐ Four (4) copies of the subdivision plat which contains all the information outlined in the Subdivision Regulations.
- ☐ Eleven (11) copies of the application, along with all supporting document(s), including reductions of the plan(s) reduced to no more than 11" x 17".

General Information

- ☐ A subdivision shall be shown at a scale of not less than one inch equals one hundred feet (1"=100') or at a greater detail as directed by the Planning Board.
- ☐ Plans shall be presented on sheets sized at 22" x 34". Recordable drawings must conform to the requirements of the Merrimack County Registry of Deeds.
- ☐ Title of plat and Name and address of the owner and that of agent, if any.
- ☐ Date the plan was prepared and the date of all revisions.
- ☐ North arrow, bar scale and Tax Map/Lot references.
- ☐ Name, address, seal, and signature of the licensed surveyor, engineer, and certified soils or wetland scientist.

Design and Sketch Plan

- ☐ A vicinity sketch showing location of property in relation to surrounding streets systems and other pertinent features.

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- ☐ A sketch of the site showing existing natural features, including watercourses, waterbodies, tree lines, and other significant vegetation cover, topographic features and any other features that are significant to the site design.
- ☐ Contours at intervals not exceed five feet (5') with spot elevations provided when the grade is less than five percent (5%).
- ☐ Surveyed exterior property lines showing their bearings and distances and showing monumentation locations.
- ☐ Location and dimensions of uplands and wetlands as certified by a certified soils or wetland scientist.
- ☐ Lines and right-of-way of existing abutting streets.
- ☐ Location, elevation, and layout of existing and proposed catch basins and other surface drainage features.
- ☐ Location and size of all utilities serving the site.
- ☐ Soils location and types.
- ☐ Any other features that would fully explain the concept of the proposal, existing conditions, and future development.

Subdivision Plan

- ☐ Location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot.
- ☐ Location and width of existing and proposed streets and easements, alleys, and other public ways, easements and proposed street rights-of-ways.
- ☐ Building setbacks lines, including location and setback dimensions of existing structures within 50-feet of the parcel to be subdivided.
- ☐ Location, dimensions, and areas of all proposed or existing lots (calculated in acreage and square feet).
- ☐ Location and dimensions of all property proposed to be set aside for a park or playground use, public or private reservation, with designation of the purpose and conditions, if any, of dedication or reservation.
- ☐ Location of all parcels of land proposed to be dedicated to public or common use and the covenants, conditions of such dedications, and a copy of such private deed declarations, covenants or restrictions.
- ☐ Location, bearing and lengths of all lines; and sufficient data to be able to reproduce such lines upon the ground; and location of all proposed monuments.
- ☐ Statement as to the proposed use of all lots, sites, or other realty (whether single-family, two-family, etc.) and all other uses proposed.
- ☐ Lots consecutively numbered or lettered in alphabetical order.
- ☐ Location and explanation of proposed drainage easements and any other site easements, if any.
- ☐ Form of approval by the Planning Board.

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Construction Plan

- ☐ Profiles plotted with the same horizontal scale as the plans and a horizontal to vertical scale ratio of 5 to 1 respectively showing existing and proposed elevations along center lines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the center line of the existing road or roads within one hundred (100) feet of the intersection, shall be shown. Curve data of all horizontal curves, lengths of tangents, central angles and stationing of all streets shall be shown. Vertical curve data, percent grade and elevation shall be shown on the profiles.
- ☐ Plans and profiles showing the locations and typical cross-section of street pavements including curbs and gutters, sidewalks, drainage easements, rights-of-way, manholes, and catch basins; the locations of street trees, street lighting standards, and street signs; the location, size and invert elevations of existing and proposed sanitary sewers, storm water drains, and fire hydrants, showing connection to any existing or proposed utility systems; and exact location and size of all water or other underground utilities or structures.
- ☐ Location, size, elevation, and other appropriate description of any existing facilities or utilities, including, but not limited to, existing streets, septic disposal facilities, sewers, drains, water mains, wells, easements, water bodies, streams, and other pertinent features, such as surface drainage areas, swamps, buildings, at the point of connection to proposed facilities and utilities within the subdivision. The water elevations of adjoining lakes or streams at the date of the survey, and the approximate high and low water elevations of such lakes or streams.
- ☐ Topography at the same scale as the sketch plat with a contour interval of two (2) feet, in the area of new roadway construction, referred to sea-level datum. All datum provided shall be referenced to U.S. Coast and Geodetic Survey datum, where practical, and should be so noted on the plat.
- ☐ Cross sections at a minimum of one hundred (100) foot intervals, all cross pipes and at other critical locations drawn at a scale of 1" = 10 feet.

Additional Information

In order to evaluate the subdivision proposal, the applicant is expected to supply or the Planning Board may specifically require the following information, as appropriate:

- ☐ Draft of any protective covenants or easements.
- ☐ Warranty deeds conveying to the Town Streets, right-of-way, and any sites for public use in fee simple, free from all encumbrances, unless waived by the Planning Board.
- ☐ Calculations specifying the quantity of storm water run-off and a statement from applicant's engineer certifying the adequacy of the proposed drainage facility to handle such run-off.
- ☐ Calculations on the type and quantity of sanitary waste generated and a statement from the engineer or licensed designer certifying that the proposed facilities will adequately handle the projected effluent.
- ☐ Traffic Impact Analysis, Fiscal Impact Analysis, School Impact Analysis, Environmental Impact Analysis and/or Community Services Impact Assessment.
- ☐ Necessary State and local permits.

Performance Guarantees

Except in the case of a subdivision in which each lot is on an existing Town road, before the plat is signed by the Chairperson of the Planning Board, all applicants shall be required to submit to the Planning Board the following:

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- ☐ Cash, irrevocable letter of credit or passbook (in the name of the Town) issued by a Banking Institution doing business in New Hampshire, in the amount approved by the Planning Board and deposited with the Board of Selectmen.
- ☐ The performance guarantee shall comply with all statutory requirements and be satisfactory to the Board of Selectmen as to form, sufficiency, and manner of execution. The amount of the performance guarantee shall be in the amount representing 100% of the cost of completion of the streets, the installation of utilities, and other proposed facilities. Upon partial completion of the subdivision improvements and inspected by the Town's Consultant Engineer, the Board of Selectmen may authorize in writing a prorated reduction in the performance guarantee relating to the remaining cost to complete.
- ☐ The entity responsible for the constructing of the roadway and utilities shall provide the Town with cash, irrevocable letter of credit, or passbook (in the name of the Town) issued by a Banking Institution doing business in New Hampshire to cover the cost of inspection services. As a minimum this security shall be \$3.00/foot of roadway to be constructed plus ten percent (10%). Ten percent of the total construction observation costs shall be retained by the Town of Hopkinton to cover administrative costs.